

Trustees of the Manchester City Library  
Hunt Room  
Minutes – March 17, 2008

Called to order the Monthly Meeting at 3:30pm.

In Attendance: Trustee Kevin Devine, Patricia Cornell, Jeff Hickok, Jack Shea, Joanne Barrett, Chair Karen Sheehan Lord. Also, present Library Director Denise van Zanten.

Excused: Trustee Madeleine Roy and Liaison Alderman Peter Sullivan.

**Minutes:** Motion made by Trustee Devine to accept the February 19<sup>th</sup> minutes, seconded by Trustee Barrett, all in favor.

Technology Administrator Lichen Rancourt gave a demonstration on the Library Website and spoke about what changes she has made and what the library administration would like to see happen. She would also like the website to be easier to use for our patrons. City of Manchester will be changing the content manager software for the city soon but this will not change our website very much from the current software they are using..

**Director's Report:**

PERSONNEL – Library Page has resigned as of March 15<sup>th</sup>. Director van Zanten would like permission to hire a new page for 18 hours per week. Motion made by Trustee Devine to hire a new page, seconded by Trustee Barrett, all in favor.

Union contract has been signed and approved.

Administrators are looking over the 500 surveys filled out by our patrons. They will be reported on at the next meeting.

GMILC's on-line requests has started. You may fill out your request for a book from one of the GMILC's libraries' and it will be sent here to MCL for you to check out. There are some restrictions.

Director van Zanten will be going to Virginia in April to meeting with Sloan & Kenyan to auction storage unit contents for the Allen Cote estate.

PLA – is March 25-29<sup>th</sup>, and Director van Zanten will be attending. Also, Technology Administrator Lichen Rancourt will be attending Computers in Libraries in Washington DC from April 7-11<sup>th</sup>.

Insurance application has been signed and sent. Director van Zanten is waiting for a quote.

Film student from Keene State will be filming a part of a horror film at the Library on March 20th or 21<sup>st</sup>.

Budget – Due to the shortfall in this year's city budget, there is a city hiring freeze and a spending freeze requiring the Finance Director's approval for expenditures over \$2,500. Trustees directed Director van Zanten to continue business as usual. Currently the library has a small surplus in our salary line due to turnover. In our operating lines – snow removal has been overspent for this year

Incident - Procedures are being reviewed after teenagers became stuck in the West elevator at closing time last week.. The elevator was checked out the next day and was found to be fully operational. Trustees would like a letter of apology sent to students and their parents if staff can acquire their names and contact information.

FINANCE - no new business at this time.

**Old Business:**

Chair Sheehan Lord would like Director van Zanten to schedule Bill Sirak and Charlie Mathews from Citizens Bank for a meeting.

Travel Policy was discussed. Motion to approve the travel policy made by Trustee Devine, seconded by Trustee Shea, all in favor.

Discussion was held on the Children's Policy changing from K-6 grades to K-5. Policy was tabled until further information from other libraries is available and Children's Librarian can attend next meeting.

**New Business:** Kevin Buckley, City Auditor would like the policies and procedures followed by all City Departments for the handling of invoicing and purchases and cash. Director van Zanten was told to send the library's current policy manual and reported that our written procedures need to be reviewed by staff so she can bring them back to the Trustees. This is a good time to make sure our procedures are up to date.

Please send agenda to Alderman Peter Sullivan next month.

Adjourned at 4:55pm